



**Empanelment of Training Partners under
Center for Occupational Skills Acquisition (COSA-II)**

Sant Shiromani Ravidas Global Skills Park (SSRGSP)

May 2025

Tender No. SSR GSP/ Tender/ Empanelment of Training Partners /2025-26/15

SANT SHIROMANI RAVIDAS GLOBAL SKILLS PARK

Hazrat Nizamuddin Colony Road, Narela Shankari, Bhopal, Madhya Pradesh 462022

Email id - dirpd.gspbhopal@mp.gov.in

Website- www.globalskillspark.in

Schedule of Events

Date of issue	14.05.2025 (Wednesday) 5:00 PM
Last date of submission	27.05.2025 (Tuesday) 5:00 PM
Opening of Empanelment of training partners	28.05.2025 (Thursday) 5:00 PM
<u>Contact Details:</u> Mr. Niraj Sahay – Director External Relations – SSR GSP M - 9900197350	
Address for Communication	SSR - Global Skills Park Main Campus, Ward No. 67, Zone 15, Hazrat Nizammudin Colony, Indrapuri, Huzur, Bhopal, Madhya Pradesh, 462022
All correspondence / queries relating to this RFP Document should be sent to following email ID only	Dirextrel.gspbhopal@mp.gov.in

NOTE: Timelines are subject to change at the sole discretion of SSRGSP

Empanelment of Training Partners - Center for Occupational Skills and Acquisition (COSA)

The Sant Shiromani Ravidas Global Skills Park (SSRGSP) in Bhopal, Madhya Pradesh, is part of the Madhya Pradesh Skill Development Project (MPSDP), funded by the Government of Madhya Pradesh and the Asian Development Bank. At its core is the Center for Occupational Skills Acquisition (COSA), which offers advanced training with technical support from ITE Singapore. COSA provides two main types of programs: longer-term training offered by SSRGSP (6–12 months) in COSA-I, and industry-based training or upskilling training in COSA-II. COSA-II focuses on both the manufacturing and service sectors, partnering with industries, training companies, and academic institutions to set up customized training centers.

In this regard SSRGSP, is soliciting proposals from qualified bidders for the empanelment of Industry Partners. The institute seeks esteemed organizations to work as operating partners in conducting industry-aligned Skill Development Programs within the center for Occupational Skills and Acquisition (COSA-II). The initiative aims to enhance employability and livelihood opportunities by providing hands-on, market-relevant training across various sectors.

1. Objective:

The objective is to select and empanel eligible bidder(s) for the following:

- a) **Training:** To deliver comprehensive training programs to candidates, focusing on market-driven technologies and various skill development domains, to enhance their employability upon successful completion of the training.
- b) **Certification:** On completion of the courses, the training provider should provide a certificate recognizing the completion of the course.
- c) **Placement:** To facilitate employment assistance to the eligible candidates of the batch.
- d) **Ecosystem Development Activities:** To help SSRGSP in creating an eco-system for generating interest among students and learners in the program by participating in Webinars/Seminars conducted by SSRGSP and mobilizing resources to help students enroll in this program.

2. Detailed Scope of Work:

The scope of work of the potential partners shall be all or a combination of some as enumerated below, or as mutually agreed based on the merits of the proposal:

- Bring, operate and manage the infrastructure and training equipment for training delivery (training space shall be offered by SSRGSP).
- Shortlist relevant sectors based on Industry requirements, suitable criteria, develop curriculum and deliver short term, long term and upskilling programs.
- Manage the end-to-end operations, viz., selection of courses, fee structure, mobilization, counseling, enrolment, training, assessment and certification, as per the policy of GSP.

- Partnership with national and international bodies for accreditation and affiliation of the training programs, wherever applicable.
- Assist in developing necessary marketing /branding material, including prospectus, brochures, webpage, social media engagement and similar other documents.
- Capacity building of the GSP officials and training staff.
- The partner is expected to ensure that the agreed percentage of the eligible and willing candidates who meet the prescribed cutoff in the exit criteria for the job roles get placements after the training.
- Any other as mutually agreed upon based on the merits of the proposal.

Responsibilities of SSRGSP

- i. SSRGSP will provide shell space to operating partners to conduct training programs and set up the classroom, labs and their office.
- ii. SSRGSP will provide basic housekeeping services like maintenance of the common area, water, fire suppression system, perimeter security, etc.
- iii. SSRGSP will provide facilities like whiteboards, projectors, systems, etc., in the classroom, along with the agreed infrastructure requirement of the Partner.
- iv. SSRGSP will allow the use of facilities like the Auditorium, Library and other common facilities on mutually agreed terms and availability.
- v. SSRGSP shall also help the operating partners in facilitating outreach activities through the educational institutions of the state if requested and agreed as per financial terms and conditions mentioned in Section - 8

Responsibilities of the operating partner

- i. To conduct industry-ready technology training programs to enhance the employability of candidates and the timely delivery of the selected training program.
- ii. To be responsible for students' mobilization, counselling, registration, and engagement (Joint responsibility along with SSRGSP if mutually agreed).
- iii. Overall execution of the center in a financially sustainable way and sharing the revenue on mutually agreed terms.
- iv. To define eligibility criteria for candidates to be selected and the assessment for the selection of students.
- v. Provisioning of training/working opportunities on live projects/internships.
- vi. Availability of course content/curricula as per Industry standards/Requirements.
- vii. To ensure all the resources required for training are available during the entire tenure of the project.
- viii. To assign all resources (people, Tools, Technology, etc.) to facilitate all training (all types), placements, etc.
- ix. To facilitate exposure visits to organizations/Industries in case any course requires
- x. To submit quarterly progress reports, including the information and database about the enrolled and placed students of each batch to SSRGSP.
- xi. To coordinate with SSRGSP for joint reviews and audits as required by SSRGSP or the government of Madhya Pradesh.

3. Eligibility Criteria:

- i. Legal Entity: The bidder must be a legally registered entity in India under the companies Act, 1956/ 2013 or a partnership firm registered under the Indian Partnership Act, 1932 or an LLP firm registered under the Limited Liability Partnership Act, 2008.
- ii. The Indian bidders must have a valid Registration/Incorporation Certificate, PAN and GST Registration number.
- iii. The average annual turnover of the bidder in the last three financial years from 2021-22, 2022-23, 2023-24 should be at least 100 cr.
- iv. The net worth of the bidder should be positive in the last three years.
- v. The Bidder should not have been blacklisted/ barred by the Central or State Government or a statutory authority or a public sector undertaking from participating in any project. In case the bar subsists as on the date of the proposal, the bidder would not be eligible to submit a proposal either by itself or through its Associate. (Self- Declaration as per format in annexure 6).
- vi. The Operating Partner should have the capability to deliver training in the format of e-learning, live web instructor-led training and face-to-face classroom training. (Self- Declaration highlighting specific capabilities along with relevant proofs.)

Note - All supporting documents for the above-mentioned criteria should be submitted along with the bid (relevant formats have been provided under annexure). In the absence of the supporting documents, further decisions shall be taken by the competent authority of SSRGSP.

4. Selection Process:

- i. Global Skills Park shall be running an empanelment process to select and onboard the agencies.
- ii. The eligibility of the bidder will be ascertained based on the document provided as per the qualification criteria and their presentation highlighting the program details, strengths of the program, approach, methodologies of implementation of the program, capabilities of the organization, benefits and expected outcomes of the program. Preference will be given to the bidders who have relevant experience of at least 5 years in the skills training and set up of Center of Excellence/ Advanced Training Centers in partnership with government and private sector.
- iii. All the bidders applying for the above bid and fulfilling the above criteria will be selected and qualify for the consideration of the relevant financial terms and conditions.
- iv. The bidders who are fulfilling the eligibility criteria and agreeing to financial terms and conditions will be considered for empanelment by SSRGSP. The no of agencies to be empaneled will depend upon diversity of sectors, industry linkages etc.
- v. Final selection of operating partners from the qualified list will be done by the Executive Council of SSRGSP or any other competent team constituted by EC, subject to the fulfilment of the eligibility criteria, their presentation on the roadmap, expected outcome and financial proposal.

5. Pre-bid Meeting and Clarifications

- The interested bidders need to ensure that they have submitted their queries as per the date mentioned in the Bidding Data Sheet.
- Only bidders who meets the “Eligibility Criteria mentioned in the Section 3” are recommended to participate in the Pre-bid meeting or send pre-bid queries.
- At any time before the last date of receipt of the bids, SSRGSP may, for any reason, whether at its initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a ‘corrigendum’.
- To provide prospective bidders with a reasonable time for taking the corrigendum into account while preparing the proposal, SSRGSP may, at its discretion, extend the last date for the submission of the Bid.
- Based on queries received, the SSRGSP may schedule a Pre-Bid meeting with the prospective bidders. The date and time of the Pre-bid meeting will be communicated to all bidders.

6. General Terms and Conditions:

- i. The bids should be submitted duly to SSRGSP through mail id dirpd.gspbhopal@mp.gov.in on or before the due time & date.
- ii. Any bid received after the deadline for submission of bids shall be rejected.
- iii. The Bidder should submit a Power of Attorney duly authorizing the authorized signatory, provided, further, that if the bid submission is signed by a Partner or Director (on the Board of Directors) of the Bidder, a copy of the board resolution shall be submitted.
- iv. An applicant can also apply in consortium for the mentioned requirements, subject to applicable conditions. In the case of a consortium, the lead partner should be clearly identified.
- v. SSRGSP reserves the right to reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
- vi. SSRGSP is not bound to accept any bid under this process or to assign any reason for non-acceptance.
- vii. SSRGSP reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- viii. SSRGSP reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.
- ix. The offer of the bidder shall remain valid for 90 days after the date of Bid opening. For all bids submitted, SSRGSP will respond to the bidder within 90 days of the bid opening.
- x. SSRGSP will engage through a contract/MOU with the selected operating partner/partners for a period of three years for conducting training of the selected students in SSRGSP and its selected centers located at approved educational institutes.

7. Other Conditions of bid submission:

- i. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected.
- ii. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.
- iii. Note that all the formats given has to be duly filled up, signed, sealed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- iv. The Bidder shall bear all costs associated with the preparation and submission of its bid. SSRGSP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of this empanelment process.
- v. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and SSRGSP, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. No overwriting in the Bid documents or any other document submitted with the Bid is allowed.
- vi. It shall be deemed that the bidders have done careful study and examination of the document and have fully understood the implications.
- vii. The response should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the document in every respect will be at the bidder's risk and may result in rejection of the proposal.
- viii. All materials submitted by the bidder shall become the property of SSRGSP and may be returned at its sole discretion.
- ix. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit.
- x. The bid submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- xi. The bid shall contain no interlineations, erasures or overwriting.
- xii. The bid should be signed on all the pages by the Bidder or his authorized representative and should be affixed with the bidder's Seal.
- xiii. The proposals must be properly signed in ink by one of the partners of the firm, or a person holding Power of Attorney from the partners.
- xiv. The selected operating partner will initially be engaged for a period of three (3) years, subject to an annual performance review. Based on performance and mutual agreement, the term may be further extended for an additional three (3) years by the competent authority.
- xv. The selected bidder will treat as confidential all data and information about the SSRGSP obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the SSRGSP.

- xvi. All assets will be owned by SSRGSP except the machine/tools/software specifically procured by the operating partner.

8. Financial Terms:

- i. The bidder will have to share a minimum of 10 % of revenue from this project with SSRGSP if mobilization support from SSRGSP is requested and agreed. Bidder proposing revenue share above this would be given preference, and the highest bidder would be given priority in empanelment.
- ii. The SSRGSP will not charge any rental for the provided infrastructure if the Operating Partner achieves the 100% target of training as mutually agreed.
 - a) If the agreed target is unmet, rent will be assessed at 75% of the market rates of the facility used.
 - b) if the target is only partially met then rental as per market rate will be charged as per the inverse proportion to the target achieved.
- iii. The utilities bills (Water and Electricity) will be paid by the operating partner as per actual consumption.
- iv. Any other services, if required from SSRGSP or DTESDE can be requested. These will be provided on mutually agreed terms and payment.

9. Dispute Resolution

Any dispute or difference between any two or all the Parties concerning the interpretation and/or implementation and/or application arising out of this Agreement shall be settled amicably through mutual consultation or negotiations between the relevant Parties through Steering Committee.

A steering committee, consisting of the Additional Chief Secretary/Principal Secretary/Secretary or a designated representative from the Department of Technical Education, Skill Development and Employment (or its successor Department) of the Government of Madhya Pradesh, and CEO of SSRGSP or a designated representative and Director or a designated representative for the Operating Partner, shall be established to address the disputes between the relevant Parties through an internal mechanism. This approach aims to efficiently resolve the matter, saving both energy and litigation costs for all parties involved.

The parties agree that any dispute which is not settled amicably with regard to the terms of this Agreement shall be handled through Arbitration. Both parties agree that the place of Arbitration shall be at Bhopal in the State of Madhya Pradesh.

10. Termination of bidding process:

SSRGSP reserves the right to accept any bid and to annul the empanelment process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for SSRGSP's action.

SSRGSP makes no commitments, either expressed or implied, that this process will result in a business transaction with any bidder.

11.Documents and Annexure:

The empanelment documents will consist of the following:

Sl. No.	Particulars	Documents to be submitted
1	Annexure-1	Covering Letter
2	Annexure -2	Self-Declaration
3	Annexure -3	About Partner Organization
4	Annexure- 4	Financials of Partner Organization
5	Annexure -5	Experience Details
6	Annexure- 6	Declaration Regarding Blacklisting
7	Annexure -7	Training Plan and Roadmap
8	Document as proof of Eligibility Criteria	i. Proof of the constitution of business ii. Work Orders/MOUs and Completion Certificate of relevant works executed. iii. GST certificate & PAN

ANNEXURE-1: Format of the Covering Letter

The Covering Letter is to be submitted on official Letterhead with official seal

To
Chief Executive Officer,
Sant Shiromani Ravidas Global Skills Park
Bhopal, Madhya Pradesh

Sub: Empanelment of Training Partners under the Center for Occupational Skills and Acquisition (COSA)

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the empanelment referred above. We hereby confirm that:

- I. The proposal has been submitted by us in accordance with the conditions stipulated in the empanelment.
- II. We have read the guidelines and empanelment document in detail and have understood the terms and conditions stipulated in the empanelment document issued by SSRGSP, we agree and undertake to abide by all these terms and conditions along with subsequent communication from SSRGSP. Our Proposal is consistent with all the requirements of submission as stated in the above document or any subsequent communications from SSRGSP.
- III. The information submitted in our proposal is complete, is strictly as per the requirements stipulated in the empanelment and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that SSRGSP will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application, formats and the Annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- IV. We acknowledge the right of SSRGSP to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- V. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the document.
- VI. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the empanelment.
- VII. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- VIII. The terms and conditions of this empanelment are valid for a period of 180 calendar days from the last date of submission of bids.
- IX. We understand that our bid is binding on us and that you are not bound to accept the bid you receive.
- X. We agree to all the terms and conditions of this empanelment including the terms of agreement format prescribed with this document.

For and on behalf of:

Signature:
Name:
Designation:
Date:
Business Address:

ANNEXURE-2: SELF-DECLARATION

{to be filled by the bidder}

To,

{Procuring entity},

-----,

In response to the NIB Ref. No.....dated.....for {Project Title), as an Owner/ Partner/Director/ Auth. Sign. of.....

..... I/ We hereby declare that presently our Company/firm at the time of bidding, -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU / UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our director and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Name & Signatures of the Bidder along with Seal

ANNEXURE-3: About Partner Organization

The participants are required to submit the following information which shall be considered by SSRGSP for further processing.

1. About the Partner Organization

Details about the partner organization *<please provide the required information in not more than 300 words>*

Key details of partner organization *(separately for each consortium member in case of consortium)*

S.no	Particulars	Information
1.	Name of Company/Firm	
2.	Number of years of establishment in India	
3	Registered office address in India and other locations	
4	Presence across other counties	< please mention the name of the countries across which the organization is present apart from India>
5	National and international affiliation/accreditation of training programs	<kindly mention the name of various affiliation and accreditations received by the partner organization for the proposed training programs>
6	Contact details (name, contact number and email id)	
7	Number of employees (on rolls) currently working in training, learning & development, talent development, and similar fields	
8	Whether applying in consortium? Give details, if yes.	
9.	Registration Number (CIN Number)/Firm Registration No	
10.	Pan Number along with a copy of Pan Card.	
11.	GST Registration No	

Note: All supporting documents for the above-mentioned criteria should be submitted along with the bid. In absence of the supporting documents, the bid will not be considered for evaluation.

(Signature of the Bidder)

Name

Designation

Seal

Date:

ANNEXURE-4: Financials of Partner Organization

Declaration to be submitted under the signature of Chartered Accountant on Letterhead

To whomsoever it may concern

Financials of the partner organization *(separately for each consortium member in case of consortium)*

On basis of audited financial statements, we hereby certify that M/s.....
having registered office athas the following average annual turnover
and net worth during last three financial years

Average turnover (INR) of the partner organization for last three years (2021-22, 2022-23 and 2023-24)

Particulars	2021-22	2022-23	2023-24
Turnover of the partner organization			

Positive net worth (INR) of the partner organization for last three years 2021-22, 2022-23 and 2023-24)

Particulars	2021-22	2022-23	2023-24
Net worth of partner organization			

Signature

Chartered Accountant

Firm: Membership No:

Contact No:

UDIN No

Seal:

ANNEXURE-5 Declaration Regarding Blacklisting

(To be enclosed in the Bid)

(To be signed and executed in non-judicial stamp paper of Rs. 100/- and notarized)

To,

The Chief Executive Officer ,
Sant Shiromani Ravidas Global Skills Park,
Bhopal, Madhya Pradesh.

Sub: Empanelment of Training Partners under COSA-II

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above empanelment document.
I hereby declare that my company/ organization have not been debarred/blacklisted by any
Government / Semi Government organizations in India. I further certify that I am competent officer in
my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

ANNEXURE-6 Experience Details

Experience is Skill Training (*separately for each consortium member in case of the consortium*)

Details of skill training program

S.No	Name of the skill training program <i><kindly mention only name of the skill training program></i> <i><in case of multiple assignment for same client please use another row></i>	Name of the client/beneficiary	No of trainees trained /certified, and placed

Experience of establishing center of excellence/advance training center similar to the proposed concept of COSA-II (please mention all the relevant experiences covering each such program managed in the past) (*separately for each consortium member in case of consortium*)

Name of the COE	No of Trainees Trained and placed
Brief description about the COE and it operational model <i>please describe about the operational and implementation arrangement, roles and responsibility of the stakeholders, scope of work, etc.></i>	

ANNEXURE-7: Training Plan and Roadmap

1. Kindly provide the methodology for operating training programs at COSA-II, SSRGSP, Bhopal.
2. List of Proposed sectors/courses for training.
<please also provide rationale for the courses/sectors selected>
3. Market linkage for courses
<Please give details of forecasted job, average salary and forecasted demand>
4. Please provide Project Management Structure
<details of project management team, qualifications and experience for designated positions, robust management mechanism including SOPs and risk>
5. Please specify the required space (in square foot) from SSRGSP to run the proposed training program
6. Any other support required from SSRGSP in executing the program.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date: